

# Rules of procedure for the SFS committee for international issues, Komit

The purpose of the rules of procedure is to clarify the task of the SFS committee for international issues, hereinafter referred to as Komit, and the committee's role vis-à-vis the SFS Board. The Board decides on the rules of procedure on the basis of proposals put forward by Komit or on the Board's own initiative.

## Purpose

The committee is an advisory body to the SFS Presidium and Board on international issues in higher education. The purpose of Komit is also to allow SFS to carry on relevant advocacy work in relation to international issues in higher education and it is intended to inspire commitment and raise levels of expertise within the student movement. Komit is answerable to the SFS' Board. Komit members' task is to represent SFS internationally at formal events organised by the European Students' Union (ESU) and Nordiskt Ordförandemöte (NOM), as well as in informal contexts linked to the international work. Members also participate, as far as they are able, in relevant conferences of interest to Komit and in other national activities focusing on international issues. Komit is answerable to the SFS' Board.

## Composition

Komit consists of three members, a chairperson and a political secretary. The members' terms of office are one and two years, from July to June. At least two members must be elected each year. Each year, at least one member is elected for two years. The Board may increase the number of members if necessary. In the event of a by-election to complete a term of office, a member is elected only for the remaining period of the term of office in question.

## Appointment

Komit is appointed by the SFS Board. Selection of candidates is carried out in a group with a chairperson with international responsibility, a Board member and a member from Komit. In the event of a tied vote on the proposals for candidate(s), the decision will be made by drawing lots instead. The Board decides on appointments during the spring term, after proposals have been put forward by the selection committee.

Nominations must be put forward by a member student union, a member of a member student union or a Board member. Contact details must be given for the person nominated. A presentation of the nominated person in the form of a personal letter stating the reasons why the person is interested in the assignment is also required. A CV must be attached which describes the formal merits in the form of work experience,

education and other merits relevant in the context.

If the above criteria are not met, the application may be considered incomplete and will be removed from the selection process. After the nominations have been received, interviews with the nominees are held and a proposal is submitted to the Board.

## Expectations and commitments

SFS' international work is extensive and time-consuming, with a certain length of time spent abroad.

The SFS Board expects Komit to:

- prioritise and plan its activities for the year on the basis of the committee's budget.
- provide regular feedback to the Board.
- monitor and pursue matters relating to ESU and NOM.
- monitor and pursue matters of an international nature at national, European and international level.
- refer matters of importance or matters in which there is any ambiguity to the Board for discussion.
- participate in Board meetings of relevance to Komit.
- SQC is involved in matters relating to quality assurance work.
- SFS-DK is involved in matters relating to research, third-cycle education or the situation of postgraduate students whenever relevant.

The SFS Board expects Komit members to:

- actively participate both during and in the intervals between Komit meetings and conferences.
- take an interest in student and education issues at international level.
- distribute areas of responsibility within Komit among them.
- have knowledge of or interest in familiarising themselves with international factual issues.
- be aware of and comply with aspects of SFS' established guidelines and views that are relevant to the assignment.
- whenever necessary, have the ability to put in an average of up to five (5) hours' work a week in addition to their international participation.
- keep up-to-date with current events within SFS by reading Board documents, for example.

Komit can expect the following from the SFS Board:

- to have the Board's confidence in international affairs.
- to receive regular feedback.

- to have international experience regularly sought from Komit by the Board.
- to be permitted to access Board documents relevant to Komit's work.
- to be able to provide input to the Board's proposals regarding budgets, operational plans and other proposals relating to international activities.

## International participation

The person who will travel to each meeting is chosen after a discussion within Komit, ultimately after a decision by the chairperson responsible. The assessment must take into account active participation during the financial year, specific areas of expertise linked to the work in question, topics at conferences and any decision points. At least two members must be selected at these meetings, one of whom should be a chairperson or political secretary. At least three, one of whom must be a chairperson or political secretary, must take part in ESU Board Meetings in order to create a sustainable working situation and provide greater opportunities for advocacy. Newly elected members should be prioritised for travel as soon as possible after the start of their term of office. This is to allow them to understand how ESU works as quickly as possible and enable them to contribute to ESU's decision-making meetings.

## Internal work

Several meetings need to be held during the financial year. In addition to those listed above, regular status meetings should be held with contact via email or other digital channels. Komit itself decides whether there is any need for more detailed guidelines.

## Expenses

When travelling to and from meetings and conferences, SFS will cover expenses accrued which are directly linked to the travel and the assignment, such as travel costs and food during the travel. In the event of any uncertainty, an assessment is made by the activity coordinator as to whether any amount will be payable. Travel must be booked as far in advance as possible in order to keep travel costs down. In the case of travel and meetings, the participants must comply with SFS' policy and instructions for meetings and travel.